



A GUIDE TO LIBRARYCO INC.

**For CDLPA and TLA Presidents, Library Chairs and Library Staff in
the County and District Law Libraries in Ontario**

TABLE OF CONTENTS

Foreword

1. Introduction

Overview and Mandate
Background
Business Plan 2009-2011

2. Board of Directors Structure, Roles and Responsibilities

Board Composition
Board Roles and Responsibilities
Board Committees
Board General Manager
Administrative Services Agreement
Chief Financial Officer

3. Reporting Requirements

LibraryCo to Shareholders
Associations to LibraryCo

4. Types of Libraries

County and District Law Libraries by Classification
Introduction to the Blended System
Regional Libraries
Area Libraries
Local Libraries
Common Services

5. Communication Protocols

LibraryCo Communication Protocol Chart
CDPLA Presidents
Library Staff
Association Members
Matters Concerning the Administrative Services Agreement

6. Financial Matters

Financial Reporting System
Budget Preparation
Corporate Tax Filings
Simply Accounting
County and District Law Library Grants
Capital and Special Needs Grants
Business Plans
Insurance

7. [Employment and Personnel Matters](#)

Position Classifications
Salary Bands
Benefits
Performance Process
Recruiting and Hiring Staff
Employment Contracts

8. [Collections, Acquisitions and Cataloguing](#)

What are the Core Collections Lists?
Core Collections for Area Associations
Core Collections for Local Associations
Collection Guidelines
Acquisitions Guidelines
Cataloguing

9. [Electronic Resources](#)

Toolkit of Legal Resources
Desktop Delivery Initiative
Current Toolkit of Legal Resources

10. [Policies, Guidelines and Standards](#)

Access by the Public to County and District Law Libraries: Recommended Guidelines
Policy on Annual Budget Carry-Over
Policy on Funding Capital and Special Needs Grants
Policy on Funding Staff Termination Expensed Incurred by Associations
Document Delivery Standards
Technology Standards
Policy on Computer Purchases
Policy on New Staff Training
Policy on Short Term Investment
Policy on Continuing Education Bursaries for Staff in the County and District Law Libraries
Policy on Meal Allowances and Travel

11. [Educational Opportunities for Library Staff](#)

CALL/ACBD Bursary
Continuing Education Bursaries
COLAL

12. [Statistical Reporting](#)

Associations
Toolkit of Legal Resources

13. [Contact Us](#)

LibraryCo Board of Directors
LibraryCo Office
Other Contacts

CDLPA Library Committee

Foreword

LibraryCo Inc. has prepared this guide in order to assist CDLPA presidents, other association officers and staff in the county and district law libraries to understand LibraryCo's role, mandate, governance, protocols and services. The guide will be kept on the LibraryCo web site and updated as necessary. LibraryCo welcomes comments and suggestions about the guide, which should be directed to the Board General Manager.

LibraryCo Quick Access

Web site	www.libraryco.ca
E-mail	mfoote@libraryco.ca OR rserban@libraryco.ca
Toll-free	866-340-7578
Telephone	416-947-3952 OR 416-947-3300 x2480
Fax	416-947-3948
Mail	LibraryCo Inc., Osgoode Hall, 130 Queen Street West, Toronto, Ontario, M5H 2N6

1. Introduction

(i) Overview and Mandate

LibraryCo Inc. is a share capital corporation mandated to carry on the central management of the Ontario county courthouse law library system in accordance with the objectives, policies and principles established and approved by the Law Society of Upper Canada (the Law Society) from time to time, in consultation with the County and District Law Presidents' Association (CDLPA) and the Toronto Lawyers' Association (TLA). Under LibraryCo's central management, the county and district law libraries provide high-quality legal information services in a cost-effective and efficient manner to all lawyers in the province, regardless of geographic location or type of practice.

As part of its mandate, LibraryCo establishes policies and priorities for the provision of law library services and programs by the county law libraries, provides funding to the associations to pay for the operation of the county law libraries, establishes guidelines and standards for the organization and operation of the county law libraries, and advises Convocation on all aspects of law library services and programs in the county law libraries.

(ii) Background

Pre-LibraryCo

Prior to the creation of LibraryCo there was no real system of management for the county and district law libraries. They existed more or less on an "ad hoc" basis with some support from the Director of Libraries at the Law Society of Upper Canada. Many libraries had inadequate staffing and resources. Beginning in 1997, the Law Society began to re-evaluate and redesign the delivery of library services to the county and district law libraries.

The Elliott Report and the Creation of LibraryCo

A working group, chaired by E. Susan Elliott, was established and produced *Beyond 2000: the Future Delivery of County Library Services to Ontario Lawyers*. This report established the "blended system", a new structure for the delivery of library services. The new system was designed to create central management of library services while allowing for local input and management of libraries. Libraries were categorized as regional, area or local.

Convocation of the Law Society of Upper Canada approved the new structure and By-Law 30 (County Law Libraries) on June 23, 2000. In April 2001 the Law Society and CDLPA signed a Unanimous Shareholder Agreement establishing a Board structure and LibraryCo's framework for operation.

Integration Task Force and the New USA and ASA

In 2004 the LibraryCo Board approved the establishment of the Integration Task Force. The members included representatives from LibraryCo, the Law Society of Upper Canada, the Canadian Legal Information Institute (CanLII), CDLPA and TLA. The members were responsible for exploring options for the effective delivery of information services to the lawyers of Ontario. The [LibraryCo/Integration Task Force Survey](#), published in February 2006, concluded that many of the issues for discussion related to a governance and operational model for LibraryCo.

Structural and governance discussions undertaken by representatives of the Law Society, CDLPA and TLA agreed that the framework and shareholder agreement for the delivery of library services in Ontario needed to be revisited. This resulted in changes to the Unanimous Shareholder Agreement, an amendment to By-Law 30 and the adoption of an Administrative Services Agreement.

On February 28, 2007 the CDLPA presidents voted in favour of moving forward with the execution of the Unanimous Shareholder Agreement (USA) and Administrative Services Agreement (ASA). On March 29, 2007, Convocation approved the USA, the amendment to By-Law 30 and the ASA. The new USA was signed on June 1, 2007 by the Law Society, CDLPA and TLA. At the same time, By-Law 30 was repealed and replaced by By-Law 13 (Legal Information), which took effect on May 1, 2007. It deals with the county law libraries and with the establishment, share classes, directors and funding of LibraryCo.

Key Documents

- [Unanimous Shareholder Agreement](#)
- [LibraryCo Inc. Business Plan 2009-2011](#)
- [The roots of the County and District Law Library System](#)
- [By-Law 13](#) of the Law Society of Upper Canada
- [Out of the Box . . . and Beyond the Walls! Business Strategies for LibraryCo Inc. 2002-2005](#) (LibraryCo's first business plan)

(iii) Business Plan 2009-2011

In May 2008 LibraryCo held a Strategic Planning Session that was attended by members of the Board of Directors, representatives of the three shareholders, the Board General Manager, LibraryCo's CFO, the Manager of Legal Information at the Law Society of Upper Canada and the chair of the Ontario Courthouse Librarians' Association (OCLA). The outcome was a [Business Plan](#) that identified three areas of strategic focus and five major initiatives for 2009-2011.

AREAS OF STRATEGIC FOCUS

- Effective and timely communication with shareholders, associations, library staff and library users
- Creating efficiencies and providing better access to legal information
- Maintaining and strengthening core collections

MAJOR INITIATIVES 2009-2011

- Rationalizing print and electronic collections
- Strengthening the collection of statistics from the associations and vendors
- Strengthening the personnel framework by reviewing and revising job descriptions, job classifications, the performance process and salary bands
- Exploring the feasibility of creating a knowledge management system of state-of-the-art precedents and other practice tools
- Facilitating a better understanding of LibraryCo through an electronic LibraryCo Handbook

2. Board of Directors Structure, Roles and Responsibilities

(i) Board Composition

LibraryCo is governed by an eight member Board of Directors. Under the terms of the Unanimous Shareholder Agreement, each shareholder is entitled to appoint directors to the Board of Directors of LibraryCo. The Law Society of Upper Canada may appoint up to four directors, CDLPA may appoint up to three directors and TLA may appoint one director. The Board members are representative of different geographic regions, types of practice and size of firm. The Board is required to meet at least once every quarter. The chair rotates between the three shareholder groups.

LIBRARYCO INC. DIRECTORS AND OFFICERS	
Bruce Hutchison, Chair	TLA appointment
Alan Silverstein, Vice Chair	Law Society appointment
Cathy Corsetti	Law Society appointment
Michael Drake	CDLPA appointment
Jacqueline Horvat	Law Society appointment
Romuald Kwolek	CDLPA appointment
James Scarfone	Law Society appointment
Frances Wood	CDLPA appointment
Wendy Tysall	Chief Financial Officer
Martha Foote	Board General Manager and Secretary

Biographical information about the current Board of Directors can be found at <http://www.libraryco.ca/AboutLibraryCo/boardofdirectors.htm>

(ii) Board Roles and Responsibilities

The Board's responsibilities are set out in section 4.1 of the Unanimous Shareholder Agreement:

- to establish policies and strategies for the delivery of library and legal information services for the law library system in Ontario;
- to fund its activities in accordance with its budget as formulated under s. 5.4 and funded through levies set and collected from Law Society members;
- to ensure each county law library receives a portion of its budget through the section 5.4 grant in a consistent and fair process after appropriate consultation and advice by, and from, the special shareholders; and
- without obligation, consider funding, and receiving the input of, the CDLPA Library Committee which committee is comprised of lawyers, library professionals and association staff from across Ontario

(iii) Board Committees

The Board of Directors creates committees as required to facilitate the management of LibraryCo. These committees allow for closer examination of issues and more detailed policy development than would be possible at the regular meetings of the Board. Committee members are also members of the Board, and all committees report directly to the Board. At present there are two committees:

<p>Audit and Finance Committee</p>	<p>The Audit and Finance Committee shall be responsible for the overall fiscal policies and operations of the Board, principally through the following activities:</p> <ol style="list-style-type: none"> 1. Establish and review fiscal policies, guidelines, operations and procedures that will ensure the financial integrity of the Corporation and foster its purpose and mission and recommend to the Board for approval. 2. Review and discuss the interim and annual financial statements. Recommend to the Board approval of the annual audited financial statements. 3. Recommend to the Board of Directors the selection of an independent auditing firm to conduct an audit of the financial statements of the Corporation. Review with the approved auditor the scope of the audit, the responsibilities of the Corporation and its fees for the audit. Review the audit report and management letter with the auditor and report findings to the Board of Directors. 4. Review the plans and projections of the annual budget, including capital funding requests and recommend approval to the Board.
<p>Human Resources Committee</p>	<p>The Human Resources Committee is responsible for developing human resources policies and procedures for recommendation to the county and district law associations and administering the LibraryCo severance policy.</p>

(iv) Board General Manager

The Board General Manager performs the duties of corporate secretary to the Board of Directors and provides assistance and support to the Board for its obligations under the Unanimous Shareholder Agreement and the obligations and rights under the Administrative Services Agreement. The Board General Manager’s role includes research and policy development, facilitation of discussion of library and legal information issues, assisting the Board in monitoring the ASA and consultation with shareholders and other parties as required by the Board.

Martha Foote, MLIS, a professional librarian, joined LibraryCo in October 2007 as the Board General Manager. She is assisted by Raluca Serban, B.Sc., L.I.T., a qualified library technician, who was hired in June 2009.

(v) Administrative Services Agreement (ASA)

As provided for in the USA, LibraryCo and the Law Society entered into an Administrative Services Agreement in order to enable LibraryCo to carry out its responsibilities and obligations. All administrative support and services are provided including financial, budgeting and central administrative activities such as necessary liaison with the member libraries, resource development, technical services applications and other matters.

(vi) Chief Financial Officer (CFO)

The Chief Financial Officer is appointed by the Board and is responsible for the annual budgeting preparation and processes, maintaining the accounts in support of quarterly and annual reporting to the Board and Convocation of the Law Society, monitoring the finances allocated to LibraryCo, payment of transfers of funds to counties, payments to vendors and suppliers, administering banking and funds investment, reporting, payroll administration and coordination of the annual audit.

3. Reporting Requirements

This section sets out the reporting requirements between LibraryCo and its shareholders and the associations and LibraryCo.

(i) LibraryCo to Shareholders

LibraryCo's three shareholders are the Law Society of Upper Canada, the County and District Law Presidents' Association and the Toronto Lawyers' Association.

Reporting to the Law Society of Upper Canada

LibraryCo's Board of Directors reports annually to Convocation of the Law Society of Upper Canada.

Reporting to CDLPA and TLA

Representatives of LibraryCo have always been invited to attend the CDLPA plenaries and hold a special session to discuss its affairs. Since representatives of TLA attend the plenaries, all shareholders are included in LibraryCo's reporting. LibraryCo representatives regularly attend CDLPA executive board meetings.

LibraryCo's Annual Report

Under the terms of the Unanimous Shareholder Agreement, LibraryCo is required to present an annual report to shareholders within 90 days of the end of each fiscal year. The Annual Report must be delivered first to the LibraryCo Board of Directors and then to the Law Society's Audit Committee and Convocation. Copies of current and past Annual Reports are available on LibraryCo's web site at <http://www.libraryco.ca/Publications/annualreviews.htm>.

The Annual Report is mailed to all CDLPA presidents, treasurers and library chairs, the president, treasurer and library chair of TLA, all association law libraries, Law Society benchers, CDLPA Executive, CDLPA Library Committee, LibraryCo Board of Directors, stakeholders, trustees of the Law Foundation of Ontario and Law Society and courthouse library directors.

CONTENT OF LIBRARYCO'S ANNUAL REPORT

- audited financial statements for the Corporation as well as details of all expenditures and investments of the Corporation's monies during the fiscal year
- a report setting out the major activities of the Corporation during the fiscal year and any analysis of the extent to which the Corporation is achieving its policy and strategic objectives
- a summary of the major activities that the Corporation proposes to undertake during the current fiscal year and the status of the long-range planning activities of the Corporation

(ii) Associations to LibraryCo

All associations are required to provide quarterly financial reports to LibraryCo. Information about these reports can be found in section 6 of this guide.

Regional and area associations are required to report statistics to LibraryCo each month. These statistics, which are discussed in detail in section 12, provide the Board of Directors with data that is used for decision-making purposes.

4. Types of Libraries

(i) County and District Law Libraries by Classification

REGIONAL – 5	AREA – 15	LOCAL – 28
Carleton Essex Hamilton Middlesex Toronto	Algoma Durham Frontenac Halton Kenora Lincoln Nipissing Peel Peterborough Renfrew Simcoe Sudbury Thunder Bay Waterloo York	Brant Bruce Cochrane Dufferin Elgin Grey Haldimand Hastings Huron Kent Lambton Lanark Leeds & Grenville Lennox & Addington Manitoulin Muskoka Norfolk Northumberland Oxford Parry Sound Perth Prescott & Russell Rainy River Stormont, Dundas & Glengarry Temiskaming Victoria Haliburton Welland Wellington

(ii) Introduction to the Blended System

The blended system of county law libraries was recommended by the Elliott report (discussed in section 1) to replace the *ad hoc* system of county and district law libraries. Under the blended system, the law libraries are categorized as regional, area or local. The blended system emphasizes cooperation and resource sharing among the 48 libraries. The decision as to which libraries would fit into which category was made on the basis of size, existing use and the services which were expected to be provided in the blended environment.

DISTINGUISHING FEATURES OF THE THREE TYPES OF LIBRARIES

- Funding and budget estimates
- Staffing levels and expertise
- Size and extent of on-site collections
- Level of service provided on-site
- Nature of services provided to those outside the county, if any

(iii) Regional Libraries

The five regional libraries have larger collections than the other types of libraries and correspondingly larger budgets, are staffed by professional librarians with appropriate support staff and support users in area and local libraries. All are staffed full-time.

(iv) Area Libraries

15 libraries are designated as area libraries. Four of the area libraries are located in northern Ontario in order to ensure quality service to lawyers in remote locations. Area collections are more extensive than those in the local libraries but smaller than those in the regional libraries and have budgets corresponding to the size of their association and client needs. Area libraries are entitled to hire a qualified library technician and, depending on size and usage, may have clerical staff as well. Hours of service vary. They will provide support to local libraries as required and appropriate.

(v) Local Libraries

There are 28 local libraries. They have basic collections of core texts and are usually staffed by library assistants, almost but not exclusively on a part-time basis. Their budgets are smaller than those in the regional and area libraries. Local libraries rely on area and regional libraries for in-depth research service and for general support when the library is not staffed.

(vi) Common Services

LibraryCo provides a number of common services to all libraries. They include:

Electronic resources

All association libraries have access to a collection of high quality electronic research resources through LibraryCo's contracts with information vendors. Lawyers in 31 associations can access these resources from their desktops while lawyers in other associations can do so from their association library.

Toll-free numbers

LibraryCo has set up toll-free numbers to facilitate access to reference service for those lawyers with libraries that are staffed part-time. Lawyers can call other libraries for assistance without incurring long-distance charges.

Roving Law Librarian

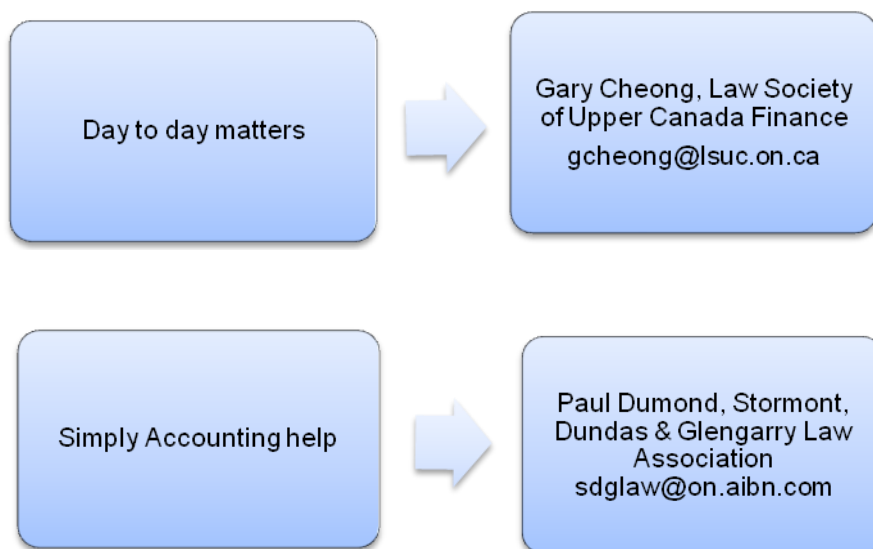
A professional librarian with experience in court house libraries, the Roving Law Librarian visits all 48 association libraries to provide services including collection evaluation, space planning and orientation for new hires. Her services are available to all libraries regardless of type or size.

5. Communication Protocols

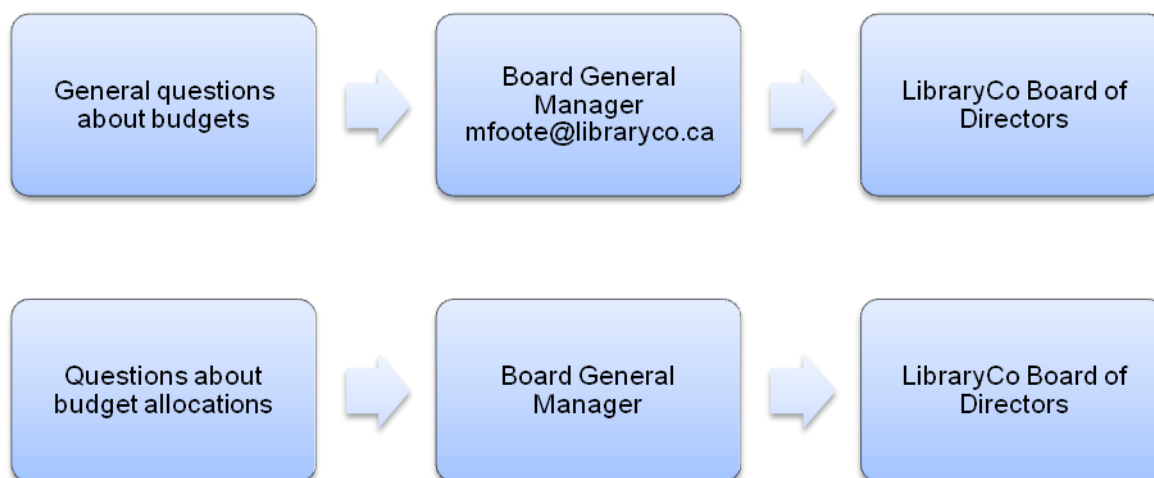
LibraryCo has developed protocols to facilitate communication between the Board of Directors, shareholders and other interested parties.

(i) **LibraryCo Communication Protocol Chart**

ACCOUNTING



BUDGET

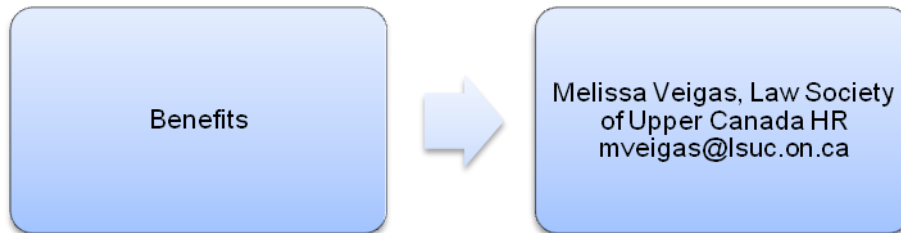




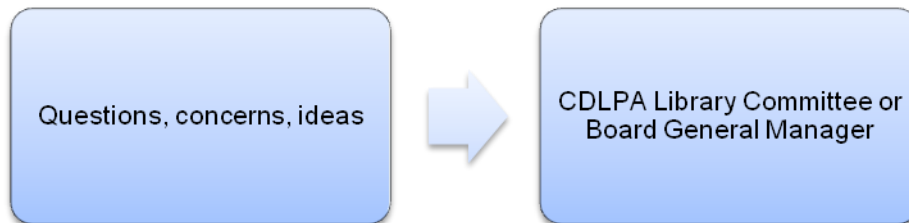
CAPITAL AND SPECIAL NEEDS GRANTS



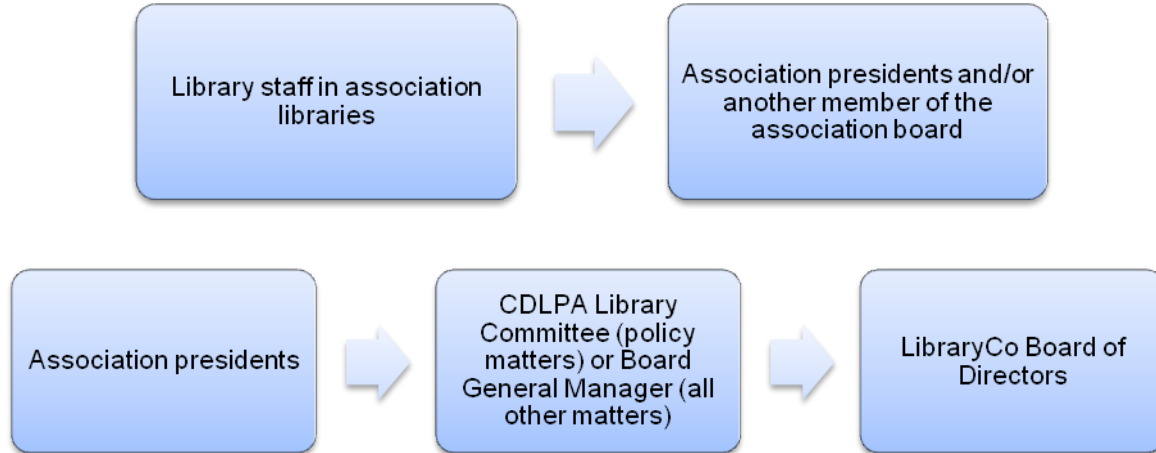
HUMAN RESOURCES



POLICY



DAY TO DAY ADMINISTRATION/MISCELLANEOUS



(ii) CDLPA Presidents

CDLPA presidents should direct their questions and concerns to the CDLPA Library Committee. This committee is composed of regional representatives and meets as needed by conference call and twice a year in person. A list of CDLPA Library Committee members can be found in section 12, "Contact Us".

(iii) Library Staff

Library staff are expected to direct inquiries to their association president or library chair. Should these individuals not be available then the staff can contact one of the three OCLA representatives on the CDLPA Library Committee.

(iv) Association Members

Association members should direct questions and/or concerns to their association presidents.

(v) Matters Concerning the Administrative Services Agreement

LibraryCo's Board General Manager is the contact person for matters pertaining to the Administrative Services Agreement and in turn will contact the appropriate individuals at the Law Society as necessary.

6. Financial Matters

(i) Financial Reporting System

Each library uses Simply Accounting to record its financial information and prepare its financial statements. The trial balance and related financial information are sent to LibraryCo approximately 30 days after the end of each quarter. This financial information is accumulated and sent to LibraryCo's Audit and Finance Committee and subsequently to the Board of Directors for approval. After Board approval, the financial information is sent to the Law Society's Audit Committee and then to Convocation for approval. LibraryCo also undergoes an annual audit and the audited statements follow the same approval procedure as above.

(ii) Budget Preparation

Budget preparation involves several steps. It starts in early summer with a request for the counties to submit detailed budgets for the next calendar year. Included with the request is a target threshold for potential expense increases. The Board asks that counties provide explanations for any increases in excess of this target threshold. Counties may also have budget carry-overs of unused funds which they are permitted to retain up to a pre-set maximum amount. The submitted materials are then reviewed by staff and the LibraryCo Board. There may also be consultations with CDLPA and the Law Society Finance Committee. After this review, the grants to the counties are determined and included in LibraryCo's budget. This budget is approved by LibraryCo's Audit and Finance Committee and subsequently by the LibraryCo Board. The final step is to send the LibraryCo budget to the Law Society Finance Committee and Convocation (the governing body of the Law Society of Upper Canada) for approval.

(iii) Corporate Tax Filings

LibraryCo prepares a corporate tax return as well as a non-profit organization information return annually.

Each association is a separate legal entity and consequently needs to seek its own advice on both sales and income taxes. From time to time LibraryCo may give comment or advice on tax matters which are relevant to the system as a whole.

The associations as separate legal entities must comply with all regulatory filings for tax purposes. These include corporate tax returns and sales tax returns where applicable.

(iv) Simply Accounting

Simply Accounting is the bookkeeping system used by all 48 county and district law associations. Associations are required to submit their quarterly financial reports using Simply Accounting. Accounts may not be added to or deleted without prior approval from LibraryCo.

Associations with questions about or problems with Simply Accounting should contact Paul Dumond, Library Assistant, Stormont, Dundas & Glengarry, for assistance. Paul can be reached at sdglaw@on.aibn.com or 866-830-9118. LibraryCo reimburses Paul for his time and there is no charge to the associations for this service.

(v) County and District Law Library Grants

Grants are distributed quarterly to the 48 county and district libraries. The grants are distributed in the first week of the quarter in accordance with policies and procedures established by the organization's Board of Directors.

(vi) Capital and Special Needs Grants

LibraryCo provides financial assistance to associations to pay for items that would not normally be part of their annual budget requests or which might arise unexpectedly. This money is provided by Capital and Special Needs grants.

Associations are expected to anticipate and budget adequately for their needs. Capital and Special Needs grants will be provided only in extraordinary circumstances. Money will not be provided to top up the annual grants which LibraryCo provides to the associations and will not be provided in situations where associations failed to plan for normal expenses.

All requests will be considered on an individual basis by LibraryCo's Audit and Finance Committee. Grant applications should be submitted in writing by the president of the association to LibraryCo's Board General Manager. Applications should state the nature of the request, the total amount being requested (including all taxes) and whether there is any urgency to the request. Should the application be approved, receipts will be required in order to obtain final funding.

(vii) Business Cases

Associations that want to implement significant changes in their libraries, such as creating new staff positions or implementing large-scale projects, must write a business case for consideration by LibraryCo. Business cases differ from Capital & Special Needs Grants, which are for unexpected, short-term expenses. Business cases should be submitted to the Board General Manager. LibraryCo has developed a [Template for Preparing Business Cases](#). Associations should refer to it when developing business cases for submission to LibraryCo.

(viii) Insurance

LibraryCo Inc., CDLPA, TLA and all library associations listed are named insureds on a comprehensive commercial insurance policy which includes property and commercial general liability. In addition, there is directors' and officers' liability insurance. Each library has a value assigned to its contents that represents the limit that can be claimed. This value is updated regularly and includes office furniture and equipment, books and other assets of the library. The policy is underwritten by Intact Insurance Company and was obtained through Jones Brown Insurance Brokers. Any material changes such as value of contents or change of contact information should be reported to the Jones Brown Insurance Brokers and to LibraryCo as soon as possible. Any losses which could be claimed under this policy should also be reported immediately to the insurance brokers.

7. Employment and Personnel Matters

LibraryCo recognizes that library staff are the employees of their associations. In order to ensure uniform standards across the system LibraryCo has developed position classifications, job grades, salary bands and a performance management process for use by the associations.

(i) **Position Classifications**

In 2003 LibraryCo developed a system-wide personnel classification for staff working in the county and district law libraries, including generic job descriptions for each position. They were developed in order to clarify matters of education, experience in law libraries, expertise, abilities and potential as well as to provide associations with job descriptions that could be used when recruiting new staff. The chart below provides general information about the position classifications for library staff and links to generic job descriptions.

Law Library Director	Senior librarians with graduate degrees in librarianship (e.g. MLS/MLIS/MIST) from an accredited university. Law Library Directors have supervisory responsibilities for both professional and support staff. Managers of departments report to this position.
Reference/Assistant Librarian	Librarians with graduate degrees in librarianship (e.g. MLS/MLIS/MIST) from an accredited university.
Law Library Technician	Someone who has achieved a Library Technician or Library Techniques diploma from a community college.
Law Library Assistant/Law Library Assistant – Entry Level	A person with a minimum of a high school diploma. Some Law Library Assistants have post-secondary education.

Grades within the Position Classifications

Law Librarians

LL1	No supervisory responsibilities
LL2	Supervisory responsibilities for support staff and may manage a department
LL3	Supervisory responsibilities for both professional and support staff. Managers of departments report to this position.

Library Technicians

LT1	No supervisory responsibilities. This is an entry level position to 3 years experience and beyond.
LT2	May have supervisory responsibilities for other support staff
LT3	May manage an area library and have supervisory responsibilities for other support staff

Library Assistants

LA1	Work less than 15 hours per week
LA2	Work a minimum of 15 hours per week

(ii) Salary Bands

Salary bands were developed for each position. Position grades are based on education and experience. The salary bands are available upon request from LibraryCo. Annual salaries are based on a 37.5 hour work week. Progression through the band(s) is affected by a “merit increase” at all stages, from the initial hire to all experience levels within the band. That increase is based on individual performance as measured against a defined set of benchmarks. Each band has a ceiling and individuals progressing through the band may meet the ceiling. Those who have or will reach the ceiling and therefore will not be eligible for a merit increase may receive, at the discretion of their association, an annual “bonus” based on a set of performance criteria. However, in these circumstances, the individual’s base salary continues to be the ceiling salary and does not increase.

Since associations are the employers of the library staff they are able to enhance salaries using association funds should they choose to do so. LibraryCo will not provide funding to pay salaries that are above the approved salary bands.

(iii) Benefits

LibraryCo provides a comprehensive benefits package to library staff who work at least 20 hours per week. The plan is underwritten by Great-West Life. It includes, for eligible employees, basic life insurance, accidental death, dismemberment and specific loss, long term disability income benefits, health care and dental care. Eligible employees should refer to Great-West Life’s web site at <http://www.greatwestlife.com/001/Home/index.htm> for details or contact Melissa Veigas, Law Society HR, at mveigas@lsuc.on.ca.

Associations must notify LibraryCo immediately of any changes such as new hires, terminations, salary changes, changes to hours of work, etc., that might affect benefits by completing a [Benefit Advice Form](#).

(iv) Performance Process

In 2004 LibraryCo introduced a Performance Management System to complement the newly established job classifications. Associations may use these standards to create benchmarks against which to evaluate the performance of their law library staff and to make decisions about possible salary increases.

[Performance Management System: An Overview](#)

This document, which was developed by LibraryCo, sets out the rationale behind the Performance Management System, the tools developed to measure performance and details of the process. It should be reviewed by associations at the start of each year.

Five Forms

These five forms are to be used in the performance management process.

Form 1	Goal Setting Document: SMART Definitions
Form 2	Performance Review: Employee
Form 3	Performance Review: Employer
Form 4	Overall Employee Performance Rating
Form 5	Employer and Employee

Associations are recommended to follow the Performance Management System and to retain copies of these documents. It is up to the associations to decide whether to submit the forms to LibraryCo.

(v) Recruiting and Hiring Staff

LibraryCo can provide assistance to associations that are looking to hire new staff. Associations are not required to use these services but, depending on their circumstances, may find it beneficial to do so.

LIBRARYCO SERVICES TO ASSOCIATIONS THAT ARE RECRUITING STAFF

- Providing generic job descriptions
- Writing job advertisements and advising associations about where to post job notices
- Reviewing resumes
- Participating in candidate interviews and/or supplying interview questions
- Orientation of new hires (service provided by the Roving Law Librarian under the ASA)

New Positions

Associations wishing to create new positions within their association libraries must submit a business case to LibraryCo setting out the reasons for creating the new position at this time, benefits that will accrue to the association and the amount of money being requested.

(vi) Employment Contracts

In 2009 LibraryCo created a [Model Employment Contract](#) for use by the associations when they hire new staff. Written employment contracts are necessary to protect associations and their employees. In circumstances where an association needs to put together a severance or retirement package for law library staff, LibraryCo may be called on to help fund the package, and it is imperative that appropriate documentation be in place so that these situations can be handled appropriately. Associations are expected to use the Model Employment Contract for all new hires.

8. Collections, Acquisitions and Cataloguing

(i) What are the Core Collections Lists?

The Core Collections Lists were developed to create collection standards for the county and district law libraries and to help with selection decisions. The original lists were created in 2002 by a team of professional law librarians who contributed their expertise and knowledge about Canadian law collections. The criteria have been reviewed and modified over the years to meet the changing needs of practitioners.

CRITERIA USED TO PREPARE THE CORE COLLECTIONS LISTS

- preferring Canadian and primarily Ontario materials
- choosing the most current editions
- preferring electronic versions over paper
- giving associations some choice between titles in certain subject areas
- selecting classic texts and the most popular and/or latest editions of annotated or consolidated acts

Why are there two lists?

One list is intended for area associations and the other is for local associations. Initially, *The Essential Law Library* was intended to be the standard, but it was determined that a further, abbreviated list was needed for the local libraries. This led to the development of *Core Titles for an Ontario Courthouse Law Library*.

Revising the lists

In the summer of 2008 LibraryCo surveyed the CDLPA presidents and library staff about the value of the Core Collections Lists. Respondents were overwhelmingly in favour of retaining the lists but pointed out that they were so out of date that their value had diminished. LibraryCo struck a Core Collections Committee which worked diligently during the first half of 2009 to revise the lists. The committee reviewed all content on the two lists, new editions of core texts that were deemed still to be of high value and new titles that had been published since the last revision in 2005. The committee also examined print materials from publishers other than those that had been included in the previous lists. The list now includes price information and notes about format.

The committee included materials in areas of law practised in *most* jurisdictions in Ontario. Areas of law that are not widely practised were excluded. In some subject areas, libraries are invited to make a choice from two or three equally useful titles. Care was taken not to include books that are available electronically through contracts that have been negotiated by LibraryCo.

The Core Collections Lists are revised annually in the first quarter of the year and posted on LibraryCo's web site.

Is my association obligated to buy all the titles on the appropriate list?

In many cases, associations will have a choice between two or three titles. Associations do not have to purchase books in areas of law that are not practised by their members.

(ii) Core Collections for Area Associations

The Essential Law Library was the original core collections list and was intended as the standard for all libraries. It is now the standard core list for area associations. Local associations will find it useful when looking for books in areas not covered by the local list. *The Essential Law Library* covers a wide range of subject areas and should be sufficiently comprehensive for area collections. It is expected that the area associations will buy all titles on this list except where there is a choice between two or more books. Both [The Essential Law Library](#) and the [Introduction](#) are available at the LibraryCo web site.

(iii) Core Collections for Local Associations

Core Titles for an Ontario Courthouse Law Library was developed for local associations. The titles were extracted from the more comprehensive *The Essential Law Library*. It includes titles in areas of law practised in *most* jurisdictions in Ontario. Areas of law that are not widely practised have been excluded. For books in other subject areas associations should refer to *The Essential Law Library*. [Core Collections for Local Associations](#) and the [Introduction](#) are available at the LibraryCo web site.

(iv) Collection Guidelines

These guidelines were developed by LibraryCo and are intended mainly for local libraries.

COLLECTION GUIDELINES

- [Guidelines for Retention of Annotated Statutes in County and District Law Libraries](#)
- [Guidelines for Retention of Continuing Legal Education \(CLE\) and Bar Admission Course \(BAC\) Materials in County and District Law Libraries](#)
- [Guidelines for Retention of Cancelled Looseleaf Publications in County and District Law Libraries](#)
- [Guidelines for Retention of Official Gazettes in County and District Law Libraries](#)

(v) Acquisitions Guidelines

[Guidelines for Duplication of Resources](#) addresses the issue of when to retain print sources. LibraryCo strives to provide lawyers with access to information but not necessarily ownership. Libraries cannot afford to own everything, nor can they afford duplication.

(vi) Cataloguing

[AdvoCat](#)

AdvoCat is the union catalogue of the county and district law libraries and the Great Library. It provides records of all holdings in the association libraries and the Great Library as well as cross-references, scope notes, new titles and information about materials still in the acquisitions stage. Users can search by title, keyword, subject, author and call number, and searches can be restricted to a specific library.

Centralized Cataloguing for the County and District Law Libraries

The Law Society of Upper Canada provides cataloguing services for the county and district law libraries. For further information please contact Olcay Atacan, Head, Technical Services, Great Library, at oatacan@lsuc.on.ca

9. Electronic Resources

Access to electronic legal resources is critical to promoting access to justice and the effective practice of law. To achieve these goals LibraryCo developed the Toolkit of Legal Resources and the Desktop Delivery Initiative. This section explains these resources and the current content of the Toolkit.

(i) Toolkit of Legal Resources

What is the Toolkit of Legal Resources?

LibraryCo developed the Toolkit of Legal Resources in order to provide uniform access to electronic legal resources for all lawyers in Ontario. It is available in all county and district law libraries. By negotiating single contracts for all 48 associations LibraryCo is able to achieve cost savings and bring a better mix of resources to the Toolkit. The emphasis is on acquiring the best rather than all legal information resources.

The Toolkit is comprised of a mixture of high-quality fee-based and free sources of case law, legislation and administrative materials from Canada and around the world. LibraryCo evaluates electronic resources in terms of content, ease of searching and user preferences. New technologies and services other than those in the Toolkit are examined as well. The Toolkit strikes an appropriate balance between primary and secondary sources and between fee-based services and those that are provided free of charge.

(ii) Desktop Delivery Initiative

What is the Desktop Delivery Initiative?

Lawyers in 31 associations are eligible for the Desktop Delivery Initiative, which brings a portion of the Toolkit of Legal Resources to their desktops. Access is by password through the LibraryCo web page. This initiative is particularly useful for lawyers who live at a distance from their law library. Lawyers in other associations must access the Toolkit in their association's law library. The content of the Desktop Delivery Initiative is not identical to that of the Toolkit of Legal Resources. Lawyers who are eligible for the Desktop Delivery Initiative should check with their association libraries about content that is available only in the libraries.

In order to ensure that LibraryCo remains compliant with its contractual obligations, only lawyers whose principal practice location falls within one of the designated counties or districts, as reflected by their Law Society of Upper Canada member record, will be eligible for desktop delivery. Lawyers and library staff should refer to LibraryCo's [Policy on Access to the Desktop Delivery Initiative](#) for further information.

How do I get a password for the Desktop Delivery Initiative?

Lawyers who practice in one of the associations that are included in the Desktop Delivery Initiative should request a password by e-mailing libcosupport@lsuc.on.ca and include their name, date of birth, Law Society of Upper Canada member # and e-mail address. Christopher Stephenson, Library Systems Administrator at the Great Library, will create new accounts and e-mail the password information directly to the lawyer, often the same day.

How do I connect to the Toolkit once I have my password?

Go to www.libraryco.ca and click on the Toolkit icon. Users will be taken to the Toolkit page where they will click on the icon and be prompted to enter their user name and password. At this point they will be at the search page and ready to begin their research.

How do I pass on comments about the Toolkit of Legal Resources?

Comments about the Toolkit of Legal Resources and/or the Desktop Delivery Initiative should be made to LibraryCo by association presidents.

(iii) Current Toolkit of Legal Resources

The chart below sets out the components of the Toolkit of Legal Resources, including recent additions and enhancements.

LexisNexis Quicklaw	In-library & Desktop Delivery: Canadian case law, tribunal decisions, statutes, regulations, secondary sources, <i>Canada Digests</i> , QuickCite, <i>Index to Canadian Legal Literature</i> , source groups of topical law materials. In-library: <i>Halsbury's Laws of Canada</i> , <i>Canadian Solicitors Forms and Precedents</i> , <i>All Canada Quantums</i> . Desktop Delivery: 50+ current awareness netletters, Law/NET e-mail alerts, 15% discount for practitioners on other LexisNexis products.
Criminal Spectrum	<i>Canadian Criminal Cases</i> , <i>Martin's Criminal Code</i> , leading texts on criminal law, legislation, <i>Criminal Law Quarterly</i> .
CanLII	Case law, legislation and tribunal decisions from Canada, all provinces and territories. Free.
E-Laws	Ontario statutes and regulations, links to current bills and <i>Ontario Gazette</i> . Source laws and consolidated laws accessed from E-Laws are official copies of the law unless accompanied by a disclaimer. Free.
Ontario Courts	Decisions, practice directions, case lists and background information about the Ontario courts. Free.
Parliament of Canada	Progress of legislation (current and historical), debates, journals, committee proceedings, reports and research studies. Free.
Department of Justice Canada	Electronic consolidations of Acts and regulations of Canada, including point-in-time access. As of June 1, 2009, all consolidated acts and regulations are "official" and can be used for evidentiary purposes. Free.
WorldLII	Law from many countries with an emphasis on common law. Free.
Law Society AccessCLE	Electronic access to the Law Society of Upper Canada's CLE materials from 2004 to the present. Includes practice portals for estates and trusts, family law and real estate. Materials are available for purchase.
Finding Aids	Guide to Practice Areas available through LibraryCo subscriptions; reference guides and FAQs; Concordance Table; link to the catalogue of the Law Society of Upper Canada and the 48 association law libraries.

10. Policies, Guidelines and Standards

LibraryCo has developed policies, guidelines and standards to assist the county and district law associations to administer their libraries. They are reviewed by LibraryCo from time to time and updated as necessary. Policies, guidelines and standards concerning collections, acquisitions, employment and personnel matters and statistics are covered in other sections of this guide.

(i) Access by the Public to County and District Law Libraries: Recommended Guidelines

These guidelines were adopted by LibraryCo in 2006 and apply to members of the public who wish to use the county and district law libraries.

(ii) Policy on Access to the Desktop Delivery Initiative

This policy provides access to the Desktop Delivery Initiative to those lawyers whose principal practice location falls within one of the designated counties or districts, as reflected by their Law Society of Upper Canada member records.

(iii) Policy on Annual Budget Carry-Overs

This policy allows county and district law libraries to retain up to 10% of their annual grant to a maximum of \$10,000 to be carried over to the end of the following year.

(iv) Policy on Funding Capital and Special Needs Grants

Capital and Special Needs Grants provide financial assistance to associations to pay for items that would not normally be part of their annual budget request or which might arise unexpectedly. The policy, which was adopted by the Board of Directors in 2008, sets out the items that should be included in a grant application. More information can be found in section 6, "Financial Matters".

(v) Policy on Funding Staff Termination Expenses Incurred by Associations

This policy deals with supplementary grants to associations to pay the part or all of the costs associated with staff terminations.

(vi) Template for Preparing Business Cases

Associations that wish to submit business cases to LibraryCo are encouraged to use this template. It sets out the components of a business case and the type of information that LibraryCo requires in order to evaluate business cases.

(vii) Document Delivery Standards

Standards have been developed to facilitate document delivery and interlibrary loan between the 48 county and district law libraries and between the Great Library and these libraries. All libraries are required to keep statistics recording the number of document delivery transactions each month and to report them in a timely manner to LibraryCo.

DOCUMENT DELIVERY STANDARDS

- [Principles and Standards for Document Delivery](#) sets out the policies and procedures for interlibrary loans and document delivery between the county and district law libraries, including details of the Law Society of Upper Canada's *Access to the Law Policy* and its *Custom Copying Guidelines for Staff*.
- [Document Delivery: Borrowing Law Library](#) and [Document Delivery: Lending Law Library](#). These forms are to be used for inter-library loan transactions between association libraries.
- [County and District Law Libraries Document Delivery: Steps to Doing it Right](#). This is a checklist of sources to use when verifying citations, seeking holdings or confirming locations before using document delivery services between association libraries.

(viii) [Technology Standards](#)

LibraryCo has developed technology standards for the purchase of computers and peripherals. Associations should refer to these standards when contemplating new hardware purchases.

(ix) [Policy on Computer Purchases](#)

This policy addresses the protocols to be followed when contemplating the purchase of new computers and/or upgrading servers.

(x) [Policy on New Staff Training](#)

This policy sets out the circumstances under which LibraryCo will provide extraordinary funding for training new staff in the event of an unexpected retirement or resignation.

(xi) [Policy on Short Term Investment](#)

LibraryCo's short-term investment policy is explained here.

(xii) [Policy on Continuing Education Bursaries for Staff in the County and District Law Libraries](#)

This policy clarifies the guidelines concerning eligibility for bursaries and the types of courses that LibraryCo will support with budgeted funding.

(xiii) [Policy on Meal Allowances and Travel](#)

This policy is intended for LibraryCo employees, staff in the county and district law libraries and members of the CDLPA Library Committee.

11. Educational Opportunities for Library Staff

LibraryCo is committed to ensuring that the staff in the county and district law libraries are able to attend conferences and take courses to further their professional education. This section sets out the types of bursaries and educational opportunities that are available to all staff in the association libraries.

(i) **CALL/ACBD Bursary**

What is CALL/ACBD?

The Canadian Association of Law Libraries/Association canadienne des bibliothèques de droit (CALL/ACBD) is the leading professional association for law librarians and law library staff in Canada. CALL/ACBD provides educational and networking opportunities for its members, including an annual conference. The conference gives library staff a chance to attend educational sessions, keep current with trends in technology and law librarianship, and meet and network with colleagues. Information about the CALL/ACBD conference can be found on the web site <http://www.callacbd.ca/> and is usually available toward the end of January.

Bursaries to Attend the CALL/ACBD Conference

LibraryCo offers bursaries for library staff to attend the CALL/ACBD conference. The bursaries should cover most, if not all, of the conference costs. The exception is the registration fee, which associations are expected to pay. LibraryCo announces the number of bursaries and the application details in mid-February. Details about the bursaries are available at <http://www.libraryco.ca/AboutLibraryCo/bursaries.htm>.

WHO IS ELIGIBLE FOR A CALL/ACBD BURSARY?

All Ontario county and district law library staff who meet the following criteria are eligible to apply:

- The law association, as employer, will support the applicant by funding the educational component of the conference
- The applicant must be able to attend the conference in its entirety (Sunday to Wednesday noon)
- The applicant is not receiving additional financial assistance from other travel funds (e.g. the OCLA Travel Bursary, the Eunice Beeson Memorial Travel Assistance Fund, etc.)

Preference will be given to first time CALL/ACBD attendees and to those who have not received bursaries in the past.

Application Procedures

Applicants must briefly explain how they expect to benefit from the conference and why they wish to attend. In addition, they must submit a letter from their association president acknowledging the applicant's interest in the CALL/ACBD conference and the association's willingness to pay the registration fee. LibraryCo will contact all applicants in early March to let them know whether they will receive a bursary.

Reimbursement

Bursary recipients will need to complete a [LibraryCo Expense Claim](#) form in order to claim reimbursement and submit it, together with original receipts, to the Assistant to the Board General Manager.

Reporting

Bursary recipients are expected to report to LibraryCo within a month of the conference with a summary of their participation in CALL/ACBD and how they benefitted from the experience.

(ii) Continuing Education Bursaries

All staff in the county and district law libraries can apply for funding to take continuing education courses to improve their knowledge and skills.

Types of Bursaries

There are separate bursaries for Library Assistants and for Library Technicians and Law Librarians.

BURSARIES FOR LIBRARY ASSISTANTS

Library Assistants can apply for funding to take courses in Mohawk College's Library & Information Technician diploma program. Courses are internet-based and classroom attendance is not required. One of the most valuable courses for the county and district law library staff is LIBRLT 405, Law Libraries and Legal Research.

Library staff are responsible for meeting Mohawk College's admission requirements and should go to Mohawk College's web site for information.

For details about the bursaries and application procedures please go to:
<http://www.libraryco.ca/AboutLibraryCo/bursariesassistants.htm>

BURSARIES FOR LIBRARY TECHNICIANS AND LAW LIBRARIANS

Library Technicians and Law Librarians can apply for funding to take courses offered by different organizations and post-secondary institutions. Examples of courses taken in the past include Legal Research and Law Librarianship, Legal Research on the Internet, Mastering Web Searching, Excel, Simply Accounting and Writing for the Web.

Applicants are responsible for ensuring that they are eligible to enroll in the courses of their choice. Details about the bursaries and application procedures can be found on the LibraryCo web site at <http://www.libraryco.ca/AboutLibraryCo/bursariestechnicians.htm>

Reimbursement

Bursary recipients will need to complete a [LibraryCo Expense Claim](#) form in order to claim reimbursement and submit it, together with original receipts, to the Assistant to the Board General Manager.

(iii) COLAL

What is COLAL?

COLAL is the Conference for Ontario Law Association Libraries. Every year, LibraryCo sponsors and organizes this two day conference for the library staff in the association libraries. All staff in the county and district law libraries are eligible to attend.

Information about COLAL, including material from previous conferences, can be found on the LibraryCo web page under “News and Events” at <http://www.libraryco.ca/NewsAndEvents/colal.htm>. Information about upcoming conferences is added as it becomes available.

What is the Content?

The COLAL agenda consist of educational sessions, networking events and OCLA's business session. Each educational session lasts for about 45 minutes and covers developments in librarianship, new and emerging technologies and updates from LibraryCo's Board of Directors and Board General Manager.

RECENT CONFERENCE THEMES

- *Building Bridges, Creating Partnerships* (2011)
- *Making Technology Work for You* (2010)
- *Working Smarter, Promoting Service* (2009)
- *Moving Forward, Looking Ahead* (2008)
- *Follow the Law! Examining Ontario Legislation* (2006)
- *To Your Good Health: Workplace Wellness* (2005)
- *Developing, Enhancing and Perfecting Performance* (2004)
- *Donning Different Hats: Delivering Service in Ontario's County and District Law Libraries* (2003)
- *Beyond the Walls: New Approaches for Sharing our Resources* (2002)
- *Your Need to Know; Your Skills to Hone; Your Health to Consider* (2001)

How much does it cost?

Most of the costs associated with COLAL are covered by LibraryCo. It pays the travel expenses for all delegates, continental breakfasts, luncheons and refreshment breaks on both days and any receptions and dinners associated with the conference. There is no registration fee. Associations are responsible for covering the two nights' accommodation costs, meals in addition to those listed above and any other expenses incurred by staff.

Reimbursement

Library staff will need to complete a [LibraryCo Expense Claim](#) form in order to claim reimbursement and submit it, together with original receipts, to the Assistant to the Board General Manager.

12. Statistical Reporting

LibraryCo collects statistics in order to track the usage of the association libraries and the Toolkit of Legal Resources. Associations and vendors submit statistics to LibraryCo each month. In 2008 LibraryCo conducted a detailed review of the statistical collection process and made significant revisions to the type of data that was being collected. This included revising the definitions. These changes were implemented in January 2009.

(i) **Associations**

Regional and area associations are required to provide LibraryCo with monthly statistics covering many areas of library activity. Statistics should be submitted to the Assistant to the Board General Manager. Local associations are not required to collect statistics but may do so if they wish.

WHAT TYPE OF DATA DOES LIBRARYCO COLLECT FROM THE ASSOCIATIONS?

- number of hours each library is staffed
- number of items signed out and reshelfed
- number, type and source of reference questions
- resources used to answer reference questions
- time spent on client instruction and staff professional development
- number of document delivery requests

Where can I find the statistics form and definitions?

They are on LibraryCo's home page at <http://www.libraryco.ca/Standards/statisticsstandards.htm>.

What does LibraryCo use the association statistics for?

- to evaluate the usage of the libraries and their resources
- when considering requests from associations for additional funding and/or increased staff hours
- when making decisions about allocating resources

How do I obtain the data for my association?

Association presidents should contact the Board General Manager for their association's data.

(ii) **Toolkit of Legal Resources**

As explained in section 9, "Electronic Resources", LibraryCo has contracts with vendors to provide fee-based electronic service via the Toolkit of Legal Resources. Built into these contracts is a requirement that the vendors provide LibraryCo with regular statistical reports. LibraryCo also receives statistics from the Law Society of Upper Canada which began hosting the Toolkit in 2009.

What type of data does LibraryCo collect from vendors and the Law Society?

The type of data collected depends on the vendors and what they are able to provide. Generally speaking, vendors provide the overall number of searches each month, amount of usage by individual database/type of source, total spent and number of searches by association. Data from the Law Society shows the amount of usage in the libraries and on the desktop.

What does LibraryCo use vendor statistics for?

- to understand which are the most-used resources
- to understand usage levels by resource, by specific database within each resource and by individual associations
- to identify and track desktop vs. in-library usage
- to identify training and marketing opportunities

Where can I find the Toolkit of Legal Resources statistics?

Toolkit statistics are posted quarterly to LibraryCo's web site at <http://www.libraryco.ca/Publications/index.htm>.

13. Contact Us

Do not hesitate to get in touch with LibraryCo should you have any questions. Here is how to reach us:

(i) **LibraryCo Board of Directors**

Bruce Hutchison, Chair	bhutchison@genestmurray.ca
Cathy Corsetti	cpsi1@rogers.com
Michael Drake	drake@crblaw.ca
Jacqueline Horvat	jhorvat@strosbergco.com
Romuald Kwolek	kwolek3@sympatico.ca
James A. Scarfone	scarfone@shlaw.ca
Alan G. Silverstein	alan.silverstein@rogers.com
Frances Wood	Frankie@woodwhitegold.ca

(ii) **LibraryCo Office**

Martha Foote, Board General Manager	Tel: 866-340-7578 (toll-free) Tel: 416-947-3952 Fax: 416-947-3948 mfoote@libraryco.ca
Raluca Serban, Assistant to the Board General Manager	Tel: 866-340-7578 (toll-free) Fax: 416-947-3948 E-mail: rserban@libraryco.ca Note: Raluca Serban works from Monday to Wednesday each week.

(iii) **Other Contacts**

Wendy Tysall, Chief Financial Officer, LibraryCo	wtysall@lsuc.on.ca or 416-947-3322
Gary Cheong, Senior Financial Analyst, Law Society	cheong@lsuc.on.ca or 416-947-3986
Melissa Veigas, HR Representative, Law Society	mveigas@lsuc.on.ca or 416-947-3481
Marilyn Elkin, Roving Law Librarian, Law Society	melkin@lsuc.on.ca or 416-947-3300 ext.2433
Paul Dumond, Stormont, Dundas & Glengarry (assistance with Simply Accounting)	sdglaw@on.aibn.com or 866-830-9118
Bob Richardson, Jones Brown (insurance)	brichardson@jonesbrown.com or 416-408-1920

(iv) CDLPA Library Committee

Associations may also wish to contact the CDLPA Library Committee about matters relating to the county and district law libraries. Contact information for committee members is set out in the chart below.

Chair: Dan Rosencrantz	drosenkrantz@sflp.ca
Central South Region: Rebecca Bentham (Regional Library)	rbentham@hamiltonlaw.on.ca
East Region: Jane Murray (Regional Library)	jmurray@burkerobertson.com
Central East Region: Mauro DiCarlo (Area Library)	maurolaw@bellnet.ca
Central West Region: Bryan Hicks	bhicks@trilliummutual.com
Toronto Lawyers' Association: Joan Rataic-Lang	jrataiclang@tlaonline.ca
Northeast Region: Jennifer Kelly	Jennifer@girones.ca
Southwest Region: Thomas Chalmers (Local Library)	tchalmers@on.aibn.com
Northwest Region: Jennifer Carten (Area Library)	cartenj@lao.on.ca
Ontario Courthouse Librarians' Association: Jennifer Walker Brenda Carbone Mary-Jo Mustoe	jwalker@ccla-abcc.ca algomalaw@shaw.ca wellaw@iaw.on.ca
At Large Appointments: Alfred Schorr Catherine Roberts	aschorr@on.aibn.com catherine.roberts@roberts-law.ca